

Carmel Police Department

Instructions for completing Door-to-Door Vendor Application

Door-to-Door Vendors

All decisions and procedures and conduct regarding Door-to-Door vendors and solicitations shall be in accordance with State law and Carmel City Ordinances.

Definitions

- **Door-To-Door Solicitations**

Door-To-Door Solicitation shall include all methods and means of soliciting funds and/or of selling commercial products, services or property within the corporate limits of the City of Carmel (Indiana), by and through the uninvited in-person solicitation of City residents on private property.

- **Exempt Person**

An exempt person shall include the following:

- An individual while and to the extent he/she is engaged in protected political speech or activity.
- An individual while and to the extent he/she is engaged in protected religious speech or activity
- An individual engaged in the solicitation of funds and/or the sale of cookies, candies, paper products or similar sundries for and on behalf of a not-for-profit or nonprofit organization or association that is exempt from the Indiana Gross Retail Tax.
- An individual who, due to pre-exemption or applicable federal or state law, is exempt from local licensing requirements.

- **Vendor**

A person, partnership, corporation, company, organization or entity who is NOT AN EXEMPT PERSON and who is engaged in the selling, peddling, Merchandising or brokering of products, services or property to the general public for a commercial purpose and/or who is engaged in the solicitation of funds.

1. Door-to-Door Application Form

- Vendor may come to the Carmel Police Department to receive a Door-To-Door Vendor Application Form or obtain one online at www.carmelpd.com.
- Vendor completes application form.
 1. Vendor must list the name of every employee or agent that will be involved in the solicitation
 2. Vendor must provide a “limited criminal history” of the vendor and each employee or agent involved in the solicitation.
 - a. If the employee or agent has been an Indiana resident for the 1095 consecutive days immediately preceding the submission date of the application, the limited criminal history shall be obtained from the Indiana State Police at:
Indiana State Police
100 N. Senate, Room 302
Indianapolis, Indiana
(317) 233-5424
\$10.00 (cash or money order only)
 - b. If the employee or agent has not been an Indiana resident for the 1095 consecutive days immediately preceding the submission date of the application, his/her limited criminal history shall be from the state(s) in which said person was a resident during the 1095 days immediately preceding the submission date of the application.
 - c. The vendor and employees must not have had any convictions for a misdemeanor or felony within 15 years of the date of application for an offense of dishonesty, fraud, theft and/or moral turpitude.
 3. The original “limited criminal histories” must be attached to the original application and submitted to the Carmel Police Department for review.
 4. The Chief of Police or designee reviews the application and associated documents and approves or denies the license application within 20 business days of submission. Any application that is not filled out completely shall not be given further consideration.

- Upon approval of the application and payment of appropriate fees, the Chief of Police will authorize the issuance of a Door-to-Door Solicitation License to the vendor and non-transferable identification cards to the vendor and each approved employee or agent engaged in the direct solicitation.
 1. The Identification Card shall have the individual solicitors name, date of birth, height, weight and legal address.
 2. The Identification card will also include the date of issuance, date of expiration and license number.
- Each vendor, employee or agent who is to be issued an identification card must personally present proof of his or her identity prior to distribution.
- Licenses and Identification Cards are valid for exactly 10 days or 120 days, as appropriate, from the date of issuance.
- If the vendor wants to extend solicitation time after the license expires, a new process will be initiated. Limited criminal histories will be valid for 6 months from issuance.

2. Vendor Responsibilities

- The vendor shall ensure that each employee or agent has a picture identification that clearly identifies the employee.
 1. The identification should be recent enough to allow easy identification of the employee or agent.
 2. The vendor shall require that all employees and agents carry the picture identification with them at all times that he/she is engaged in solicitation activities and offer the identification upon request.
- The vendor must provide a \$500.00 surety bond, which can be obtained through an insurance company. The bond must be presented when the vendor receives the permit.
- The vendor is responsible for license and ID card fees as follows:

10 Day License	\$15.00 (per vendor)
120 Day License	\$90.00 (per vendor)
Non-transferable Identification Card	\$ 1.00 (per solicitor)

- The vendor shall be responsible for supervising and controlling the conduct of all employees and agents engaging in the solicitation activities under the license of the vendor.
- The vendor must comply with all federal, state and local laws and regulations regarding the employment of minors. All minors eligible to work MUST have a valid work permit as directed by law. (Indiana Code 20-8.1-4-1 through 20-8.1-4-32)

3. License Revocations

- The Chief of Police shall deny and/or revoke any license and/or identification card if:
 1. The vendor submits an application that is incomplete, false or intentionally misleading.
 2. The vendor or any of the vendor's employees or agents was convicted of a felony or misdemeanor crime of dishonesty, fraud, theft and/or moral turpitude within 15 years of the date of application.
 3. The vendor or any of the vendor's employees or agents was charged with or convicted of a felony or misdemeanor crime of dishonesty, fraud, theft and/or moral turpitude after the issuance but before the expiration of the license or identification card.
 4. The vendor or any of the vendor's employees or agents fail to properly display their identification cards while engaged in Door-to-Door solicitation.
 5. Two or more sworn complaints have been made to the Carmel Police Department regarding allegedly untruthful or illegal conduct concerning the vendor and/or vendor's employees or agents during Door-to-Door solicitation.
 6. Failure to follow any of the rules or regulations or items outlined in this document.
- All license and/or identification card denials or revocations shall be in writing and include the date and reason for denial and/or revocation.

- Appeals of denial or revocation may be requested within 20 business days of the date of denial or revocation. The written request shall be delivered to the Chief of Police and request an official hearing by the Carmel Board of Public Works and Safety.
- No application, license or identification card fees shall be returned or refunded and all such monies shall be deemed forfeited.
- Vendors whose license was denied or revoked may re-apply at any time following the steps outlined in item #1.

4. Regulations

- Door-to-door solicitations shall only be conducted between the hours of 10:00 am and 7:00 pm, local time.
- The license and ID cards issued by the city DO NOT empower the holder to ignore “No Trespassing” signs or any other lawful request to not trespass on private property.
 1. This includes signs posted at the entrance to subdivisions and/or individual homes; and
 2. Being verbally informed by the resident or other authorized person that the solicitation is unwelcome.
- Each solicitor, employee or agent involved in the direct door-to-door solicitation shall display prominently, on their outermost clothing, the issued ID card.
- If a solicitor(s) uses a vehicle in solicitation activities (such as transportation to and from various locations or selling from the vehicle), there must be a sign located in a conspicuous place on or in the vehicle, identifying the name of the person, company or organization that the person represents. These are available from the police department when the license is issued.
- The vendor and vendor’s employees and agents shall comply with all applicable federal, state and local laws and regulations while engaging in door-to-door solicitation.